

# Human Resources Record Retention Plan

Revised 02-2013

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Affirmative Action Records	Records document compliance with statutes and regulations regarding affirmative action, including affirmative action plans and policies, reports and correspondence	3 years	Director of Human Resources	N/A yet	N/A yet
Compensation Records	Records document wages and salary structure	Indefinitely	Administrative Assistant  Director of Human Resources	Electronic Hard copy	Server Office File Room
Conference and Workshop Records	Records document conferences, seminars, workshops, and training activities sponsored by OSB or attended by OSB personnel	3 years  Individual attendance records should be transferred to employee's personnel record.	Administrative Assistant	Hard copy	Office File Room

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Employee Benefits Records	Records document individual employee benefit information regarding insurance, retirement, and disability to include applications, enrollment records, contribution summaries, deferred compensation, beneficiary information and related documentation	(a) PERS records – permanent	Administrative Assistant	a)Hard copy	File Room
		(b) other records – 6 years after employee separation	Director of Human Resources	b)Hard copy	File Room
Employee Eligibility Verification Form Records	Records document the filing of Department of Homeland Security form I-9 verifying an employee's right to work and remain in the United States	3 years from date of hire or 1 year from date of termination, whichever is later	Director of Human Resources	Hard copy	File Room

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Employee Medical Records	Records document individual employee's work-related medical history, including employment examination records, documentation of work-related illnesses or injuries, hazard exposure records, drug testing results, first-aid incident records, physician statements, release forms, and correspondence	(a) hazard exposure records – 30 years after employee separation	Facilities Coordinator	a)Hard copy	Facilities Department
		(b) negative drug test results – 1 year (c) positive drug test results – 3 years (d) other records – 3 years after employee separation	Administrative Assistant  Director of Human Resources	Hard Copy	Office File Room

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Employee Personnel Records	Records document individual employee work history, including applications, personnel actions, performance evaluations, training records, letters of recommendation and commendation, records of disciplinary action or termination, letters of resignation, home address and telephone, emergency notification information, and correspondence	10 years after employee separation	Administrative Assistant	Hard copy	File Room
			Director of Human Resources	Electronic	Server
	Records document selection for promotion, demotion, transfer, selection for training, layoff, recall, or discharge	10 years after employee separation	Administrative Assistant  Director of Human Resources	Hard copy	File Room

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Employment Verification Log Records	Records document employment verifications provided verbally and in writing	1 year	Administrative Assistant  Director of Human Resources	Hard copy	File Room
Equal Employment Opportunity Commission Records	Records document compliance with EEOC regulations and complaints made, including EEO-4 reports, discrimination policies and procedures, complaints, case files, decisions and related documentation, and correspondence	(a) Policies and procedures – 3 years  (b) Complaint records – 3 years after final decision  (c) Other records – 4 years	Administrative Assistant  Director of Human Resources	Hard copy	File Room

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Family Medical Leave and other Leaves of Absence Records	Records document leave taken by employees under the federal Family and Medical Leave Act, the state Oregon Family Leave Act, and any other leave offered by OSB, including leave requests, medical certifications, and copies of notices and documents describing employee benefits or policies and practices regarding paid and unpaid leave	10 years after employee separation	Administrative Assistant  Director of Human Resources	Hard copy	File Room

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Forms Development Records	Records document the development of new or revised forms used by OSB, including drafts, revisions, samples, form logs and listings, proposals, authorizations, and illustrations	Until superseded	Administrative Assistant	Hard copy	File Room
			Director of Human Resources	Electronic	Server
Insurance Policy Records	Records document insurance policies and contracts for employee benefit plans	7 years after expiration	Administrative Assistant	Hard copy	File Room

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Position Descriptions and Classification Records	Records document studies and evaluations to determine reclassification of individual positions, including old and new position descriptions, organizational charts, classification specifications, desk audits, salary surveys, classification reviews and correspondence	5 years after superseded	Administrative Assistant	Hard copy	File Room
			Director of Human Resources	Electronic	Server
Position Descriptions	Records document the final version of each position description	Indefinitely	Director of Human Resources	Electronic	Server



Type of Record	Description	Retention Period	Person Responsible	Format	Location
Recruitment and Selection Records	Records document the recruitment and selection of employees, including job announcements, position advertisement records, applicant lists, interview notes, criminal history/background check records, and correspondence	(a) Recruitment records – 10 years (b) Applications and interview notes for candidates not hired – 2 years (c) Unsolicited applications – 1 year (d) Other records – 3 years after position filled or recruitment cancelled	Administrative Assistant	Hard copy	File Room
			Director of Human Resources	Electronic	Server

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Summary Plan Description Records	Records document summary plan descriptions for ERISA covered employee benefit plans to include any reports or materials needed to certify information, notice or reportable events (such as plan amendments that may decrease benefits or a substantial decrease in the number of plan participants), and notices of plan termination	(a) ERISA records used to develop all required plan descriptions or reports and other materials needed to certify information – 6 years (b) ERISA records used to determine benefits that are or will become due for each employee participating in the plan – for as long as they are relevant	Administrative Assistant	Hard copy	File Room
Staff Manual Records	Records document the employee Staff Manual and all policies and procedures contained in the manual	(a) Drafts – 1 year after final document produced (b) Final documents – 6 years after superseded	Administrative Assistant	Hard copy	File Room

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Training Program Records	Records document the design and development of training programs provided to OSB employees and other training programs provided by outside consultants, including class descriptions, instructor certifications, planning records, instructional materials, course outlines, and related documents	2 years	Administrative Assistant  Director of Human Resources	Hard copy	File Room

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Unemployment Compensation Claim Records	Records document claims submitted by former employees for unemployment compensation, including claims, notices, reports, claim determination, appeal records and related documentation and correspondence	4 years	Administrative Assistant  Director of Human Resources	Hard copy	File Room

## Risk and Safety Management Records Retention Plan

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Emergency Response Plans and Procedures	Records document the development, testing, implementation, and updating of plans and procedures for operations during and following an emergency or disaster	Until superseded	Administrative Assistant  Director of Human Resources	Hard copy	File Room
Hazard Exposure Records	Records document individual employee exposure to hazardous conditions such as chemicals, toxic substances, biological agents, radiation, noise, dust, heat, cold, vibration, repetitive motion or other dangerous work conditions	(a) Noise exposure measurements – 2 years (b) Audiometric tests – until employee separation (c) Other records – 30 years after employee separation	Facilities Coordinator  Administrative Assistant  Director of Human Resources	Hard copy	Facilities Dept  File Room
Incident Reports	Records document workplace accidents and injury incidents involving employee and non-employees whether or not they result in a claim, including incident reports, investigation records, employee identification and physical assessment and related documentation	(a) if incident results in a claim – transfer to appropriate claim file (b) If no claim – 10 years (c) If incident involves hazard exposure – 30 years after employee separation	Administrative Assistant  Director of Human Resources	Hard copy	Office  File Room
Occupational Injury and Illness Records	Records document workplace occupational injuries and illnesses subject to OSHA	5 years following year of incident	Director of Human Resources	Hard copy	Office

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Risk Factor Evaluation Records	Records document the assessment of various risk factors for determination of appropriate insurance needs and to identify hazards and risk for emergency preparedness and response planning	4 years	Director of Human Resources	Hard copy	File Room
Safety Compliance and Inspection Records	Records document compliance with state and local safety regulations including OR-OSHA, State Fire Marshall and other state or local inspectors	10 years	Director of Human Resources	Hard copy	File Room Office
Safety Program Records	Records document program to promote a safe workplace, including safety policies, plans and procedures, safety committee records, safety officer inspection reports, evacuation plans, and related documentation	(a) Safety policies and plans – 5 years after superseded (b) Inspection reports and safety committee records – 10 years (c) Other records – 5 years	Administrative Assistant  Director of Human Resources	Hard copy	Office  File Room
Workers' Compensation Claim Records	Records document job-related injury and illness claims by employees and resulting claim disposition	6 years after final disposition of claim	Administrative Assistant  Director of Human Resources	Hard copy	File Room